

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 400-10-014 ☐ Amendment to Existing Contract: - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Jenny Wu	26	916-651-3738	7/26/10

Contractor's Legal Name	Federal ID Number
The Results Group	-

Title of Project
Strategic Planning for Efficiency and Renewables Division

Term	Start Date	End Date	Amount
New/Original Contract	6 / 15 / 11	11 / 16 / 11	\$ 75,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	5/18/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Panama Bartholomy	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of Contract 400-10-404 for \$75,000 with the Results Group to provide strategic planning service to assist with the Division's efforts to evaluate and identify cost-effective ways to deliver its efficiency and renewables programs, streamline cross-program outreach to stakeholders, and meet its legislative mandates.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

Given the State budget shortfall and the growing demand of its efficiency and renewables programs, the Division is undertaking a fundamental organizational reassessment to identify opportunities to achieve its mission more effectively. The proposed contract is to assist the Division in its efforts to examine its internal resources and program goals, identify cost-effective ways to improve its operational efficiency, and optimize its outreach efforts to communicate the Division's appliances, buildings and renewables programs to a wide range of audiences.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contract is for strategic planning.
- If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$75,000	2011	\$75,000	Yes	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$75,000		TOTAL:	\$75,000		TOTAL: \$ 0			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Michael Wright	Name:	Michael Wright
Address:	1585 Terrace Way, Suite 543	Address:	1585 Terrace Way, Suite 543
City, State, Zip:	Santa Rosa, CA 95404	City, State, Zip:	Santa Rosa, CA 95404
Phone/ Fax:	707.577.0818	Phone/ Fax:	707.577.0818
E-Mail:		E-Mail:	

Contractor Is

☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

☒ Solicitation CMAS Solicitation #: 400-10-404
☐ Non Competitive Bid (Attach CEC 96)
☐ Exempt Select Exemption (see instructions)

Civil Service Considerations

☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
 ☐ are not available within civil service
 ☐ cannot be performed satisfactorily by civil service employees
 ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
☒ The Services are of such an:
 ☐ urgent
 ☐ temporary, or
 ☒ occasional nature
 that the delay to implement under civil service would frustrate their very purpose.
Justification:

Payment Method

☒ A. Reimbursement in arrears based on:
 ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
☐ B. Advanced Payment
☐ C. Other, explain:

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**Retention**

1. Is contract subject to retention? ☐ No ☒ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☒ No ☐ Yes

Justification of Rates

Rates offered are below CMAS ceiling rates.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box: ☒ SB ☐ MB ☐ DVBE ☐ No ☒ Yes

Is Contractor subcontracting any services?

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
☐ No ☐ SB ☐ MB ☐ DVBE
☐ No ☐ SB ☐ MB ☐ DVBE
☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Will there be IT expenditures? ☒ No ☐ Yes
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 5. Check frequency of progress reports
☒ Monthly ☐ Quarterly ☒ See deliverables
 6. Will a final report be required? ☐ No ☒ Yes
 7. Is the contract, with amendments, longer than a year? If yes, why? ☒ No ☐ Yes

The following items should be attached to this CRF

1. Scope of Work, Attach as Exhibit A. ☐ N/A ☒ Attached
 2. Budget Detail, Attach as Exhibit B. ☐ N/A ☒ Attached
 3. CEC 96, NCB Request ☒ N/A ☐ Attached
 4. CEC 30, Survey of Prior Work ☒ N/A ☐ Attached
 5. CEC 95, DVBE Exemption Request ☐ N/A ☒ Attached
 6. Draft CEQA Notice of Exemption (NOE) ☒ N/A ☐ Attached
 7. Resumes ☐ N/A ☒ Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date